



# Bureau of HIV and STD Prevention

HIV/STD Clinical Resources Division  
HIV/STD Epidemiology Division  
HIV/STD Health Resources Division

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HIV/STD Policy No. 151.001

## CRITERIA FOR OPERATING AS AN HIV PREVENTION COMMUNITY PLANNING GROUP

### PURPOSE

This policy outlines the criteria with which an HIV Prevention Community Planning Group (CPG) must comply in order to function as the local entity responsible for HIV prevention planning in specific areas of the state. The policy also describes the process used to review CPG status.

### BACKGROUND

The federal government, through the U.S. Centers for Disease Control and Prevention (CDC), allocates funds using a cooperative agreement with the state to provide HIV prevention services to persons affected by HIV/AIDS. The Texas Department of Health (TDH), Bureau of HIV and STD Prevention (Bureau), which is the focal point for planning and implementing HIV prevention services in the state, manages those funds. In so doing, the Bureau agrees to provide a process for community input into how those funds are allocated by using one or more CPGs which consist of volunteers from the community whose membership reflect the diversity of the HIV/AIDS epidemic in the CPG service area. Through the use of assessments and other community feedback the CPG develops an HIV prevention plan to determine how funds should be spent at the local level to address the epidemic. The continued operation of the CPG is based on how it provides for prevention planning and how it follows Bureau and CDC guidance to accomplish HIV prevention goals.

### AUTHORITY

V.T.C.A., Health and Safety Code, §85.003, §85.014, §85.031, §85.032; Current CDC Guidance on HIV Prevention Community Planning; Current CDC Program Announcement Regarding Cooperative Agreements for Human Immunodeficiency Virus (HIV) Prevention Projects and Notice of Availability of Funds.

### METHOD OF DETERMINING CPG COMPLIANCE WITH ESTABLISHED CRITERIA

As the entity responsible for HIV prevention planning throughout the state, the Bureau is authorized to review a CPG to determine if it is operating according to established HIV prevention planning criteria. The planning staff of the Bureau or their designee are responsible for monitoring compliance and applying the consequences of non-compliance in accordance with this policy.

## Functional review criteria to determine if the CPG is operating at required levels

The following criteria are used to determine continued CPG viability:

1. adherence to CPG bylaws;
2. maintenance of and compliance with Parity, Inclusion and Representation (PIR) guidelines;
3. operation in accordance with CDC guidance;
4. provision of annual or more frequent orientation for new members;
5. compliance with financial reporting requirements, and
6. submission of a budget approved by the CPG.

## METHOD USED TO DETERMINE IF THE CPG SHOULD CONTINUE TO OPERATE

The review team conducts a review to determine if a CPG is meeting the functional criteria.

### Loss of CPG status

An independent review team will be established to determine if a CPG is in compliance with the above criteria. The review team will be composed of the following members:

1. One staff person from the Bureau's planning unit
2. Two community Co-chairs (one will be selected by the CPG being reviewed and one community Co-chair is selected by the current technical assistance provider)
3. One TDH designated Co-chair selected by TDH staff
4. One consultant from the current technical assistance provider staff

### Role of the review team

The review team will determine if the CPG is meeting the requirements specified herein and render a decision of compliance or non-compliance. The decision of the review team is final.

After the review team makes a decision, they will notify the Bureau planning staff and co-chairs of the CPG being affected by their decision. When the CPG is found to be in non-compliance, a redistribution of funds/resources and restructuring of CPG areas may result; i.e., CPG may be merged with an existing CPG currently in compliance with the above criteria. In addition, Bureau planning staff may assume the responsibility for developing the HIV prevention priorities in areas that fail to comply with CPG requirements.

### DATE OF LAST REVIEW:

November 13, 2002                      Converted format from WordPerfect to Word.